

Truro Board of Selectmen
Meeting Minutes – June 17th, 2014
Truro Town Hall, 5:00pm

Members Present: Jay Coburn-Chair, Paul Wisotzky-Vice Chair, Jan Worthington-Clerk, Robert Weinstein, and Maureen Burgess
Others Present: Co-Acting Town Administrator Robert Lawton

Chair Jay Coburn called the meeting to order at 5:00 p.m. He announced that there would be no Executive Session tonight.

Public Comment Period

No Comments from the Public were heard.

Public Hearing – New Common Victualar License – Highland Links – Jason Laramee

Coburn spoke of the long history that that Town of Truro has had with the Highland Links Golf Course. Mr. Laramee, Manager, spoke to being in business for over 20 years with Golf courses. He stated that he intends to continue having the restraurant at the Golf Course and the kind of food they propose to have at the course¹. Cobrun asked for comments from the public. Mr. Laramee explained to Worthington that he intends to sell pizza, burgers, hot dogs, salads, and snacks. **Wisotzky moved to approve the new Common Victualer license (food) for Jason Laramee, of Johnson Golf Management (Highland Links Golf Course) . Burgess seconded the motion. So voted unanimously: 5-0.**

Update from Kevin Grunwald Truro Representative to the Cape Cod Commission

Coburn received agreement to move the report from Truro's Representative to the Cape Cod Commission to later in the meeting when Mr. Grunwald arrives.

Update from Assembly Representative Deborah McCutcheon on the County Budget

Deb McCutcheon stated that there are issues at the County regarding accountability and the budget. She added that questions came forward as to how the budget is handled. She stated that there was a 1.8 million dollar surplus in the budget last year and there was a suggestion of a tax increase but according to her there was no justification for it. She reported that there was a discussion of reworking the Assembly of Delegates into a legislative body that is a part of a much larger district. She explained that the vote of the budget came up and she was disturbed by the increase of the budget. It was conveyed to Ms. McCutcheon that the increase was in place because the County could collect it in its entirety. She explained to the Board of Selectmen that she did not vote for that budget. She added that the County Budget was 26 million dollars. The budget passed but \$70K was cut from the budget. The IT Contract was threatened to be taken from Truro but she added that she would not be bullied. Weinstein spoke of the recent articles in the Cape Cod Times regarding this matter. Ms. McCutcheon spoke of the Cape Light Compact and their recent issues. Coburn explained the importance of the Cape Light Compact. Ms. McCutcheon stated that the Cape Light Compact have given full disclosure of their operations and funding. Weinstein disagreed noting that the Cape Cod Light Compact has had issues with compliance with the Open Meeting Law and public records. He noted that there was a request for forensic accounting and Ms. McCutcheon's explanation is different than what was printed in the newspaper article. There was a brief discussion between Ms. McCutcheon and Weinstein relative to Barnstable County IT services. Ms. McCutcheon added that there is no uniformity of the information and that is

what the Assembly of Delegates needs to correct. Worthington thanked her for her work and for shedding light on the issue.

Report & Presentation by Woods Hole Group on the East Harbor Project Woods Hole Group

Bob Hamilton, of the Woods Hole Group gave a presentation to the Board of Selectmen on the current condition of the East Harbor Culvert. Mr. Hamilton spoke of the services that the Woods Hole Group is providing as well as an overview of the limitations for the three proposed projects. He explained the current condition of the culvert and the many factors that relate to a failing culvert such as utility and environmental concerns. He explained the various scenarios if the Town were to do nothing with the culvert or fix the current culvert or provide a new culvert with an open channel. A graph displayed the various alternatives and their implications. Mr. Hamilton explained that since the Woods Hole Group is still working on a cost for a new culvert the numbers will be definite in the final report. Wisotzky asked that the final report be given in a public forum that includes inviting those most closely affected by any changes to the culvert. Mr. Hamilton stated that if the Town were to just fix the culvert it would have a positive effect and would create a more reliable tidal exchange. Mr. Hamilton stated again to the Board of Selectmen that he is waiting on the cost analysis for the creation of a new culvert.

Fire Department Update

Chief Brian Davis explained that he was before the Board of Selectmen to give his Quarterly report². He explained that Bob Loomer, from Municipal Resources Inc. had started assisting. He explained that the new engine has been in service for a month now. Chief Davis added that there is a new member, Nick Pelkey on the Truro Fire and Rescue Department who graduated from Fire Fighter I&II class. He added that they will be ordering new turn-out gear for people. Chief Davis described recent calls that were answered by the Fire and Rescue Department to Burgess.

Declaration of Surplus Property – DPW

Mr. Lawton explained that there was a surplus property³ list before the Board of Selectmen for the golf course equipment. Mr. Morris responded to Coburn that the trade in allowance will be coming from Turf Products. **Wisotzky moved to declare the list of items as surplus property.**

Weinstein seconded the motion. So voted unanimously: 5-0.

Police Items: Update on Police Vehicles; Quarterly report; Part-time Telecommunicator Appointment; Conditional Offer of Employment; Police Lieutenant Contract Discussion and Vote

Chief Takakjian explained the recent order for two police vehicles and the correction to purchase them through a bid process. In revising the procedure there was a minimum of three bids received. Central Dodge was the lowest bidder. He added that he went over the bid process with Ms. Brazil. There was a brief re-cap as to which two vehicles were being replaced. Weinstein stated that he was dismayed by the number of Police Department vehicles. Chief Takakjian explained to Burgess that the Department can only purchase certain vehicles for police work.

Chief Takakjian went through his Quarterly report⁴ as submitted to the Board of Selectmen. Chief Takakjian explained that Rosemarie Fiske⁵ was back on the Department as a part-time dispatcher. **Coburn asked for a motion to appoint Rosemarie Fiske to be a part-time telecommunicator. Weinstein so moved. Wisotzky seconded the motion. So voted: 4-0-1. Worthington abstained.**

Chief Takakjian introduced Thomas Roda, a Truro resident, to the Board of Selectmen as a new applicant for a Police Officer position⁶. Chief Takakjian spoke of his long history in the Town of Truro as being an asset for the Truro Police Department. Coburn stated that he was delighted to have him

join the Police Department. Wisotzky thanked him for applying. **Wisotzky moved to approve the letter of conditional offer of employment to Tom Roda and authorize the Chair to sign. Burgess seconded the motion. So voted unanimously: 5-0.**

Chief Takakjian next spoke of the agreement with Lieutenant Danziger. The one year agreement has the support of Labor Counsel and Lieutenant Danziger will receive a 5% increase. It was determined based on Massachusetts General Law that there cannot be a multi-year contract with the Lieutenant. Weinstein stated concern over sustainability of the budget with regards to this increase. It was agreed that the Town was lucky to have Craig Danziger after 18 years. **Burgess move to approve the one year contract for Lieutenant Craig Danziger. Weinstein seconded the motion. So voted 4-0-1. Worthington abstained.**

Discussion and Debrief on the NPS Highland Links Concession Award

Mr. Lawton explained that Trudi Brazil went back to the 1995 figures⁷ for the Golf Course to display the cost of the Golf Course over the years. He added that the losses began in 2004 with the new contract that included a percentage of 15% to the National Seashore. Mr. Lawton's analysis of the post bid concession number one driving factor that Truro lost the bid was that Truro proposed 7% to the National Park Service while Johnson Golf Management had submitted 16.1% in receipts. Mr. Lawton spoke of Golf receipts dropping in general in many towns which created significant cut backs. Worthington commented that it has been very confusing but was appreciative of having the figures to show what the golf course was earning over the past years. Weinstein thanked Mr. Lawton for the analysis adding that the information suggests that the Town was subsidizing the golf course for many years.

Discussion on Selectmen Office Hours

Coburn announced that before the Board of Selectmen⁸ was a list of dates and times based on the previous year's Office Hours. A discussion began about preferred locations for the Office Hours. Wisotzky spoke in favor of Worthington's suggestion of going to the people directly, possibly at local events. Worthington added the Paul Morris will work on a sign for posting their office hours publicly at the respective locations. Coburn agreed that the Board of Selectmen could take advantage of special events in town. Worthington agreed to continue working on specific locations and a formal sign up sheet for Board of Selectmen members. Coburn stated that he would hold the first office hour at Town Hall on June 26th at 8am.

Notification for starting the process for filling the position of DPW Director

Mr. Lawton explained that Paul Morris at the end of June will submit his letter of intent to resign in December 2014. He added that Ms. Greenhalgh and he will begin advertising and begin interviewing for the position. Paul Morris intends to retire in December, 6 months to the date.

Update from Kevin Grunwald Truro Representative to the Cape Cod Commission

Coburn stated that he wished to move next the report from Kevin Grunwald, Truro's Representative to the Cape Cod Commission⁹. Burgess stated that she was amazed by the work of the Cape Cod Commission. Mr. Grunwald referred to the FY13 summary report of the Cape Cod Commission and some of the items in the report including the appealed project for a Lowe's store in Dennis. He spoke of other projects the Cape Cod Commission has been involved with including an assisted living facility in Mashpee. Mr. Grunwald mentioned the comprehensive approach to waste water management. Weinstein thanked him for taking on the role of Truro's representative to the Cape Cod Commission.

Review and Discussion of FY15 Goals and Objectives

Coburn stated that he incorporated items suggested from the discussion with Department Heads on June 10, 2014 into the draft Goals and Objectives. He announced that there will be a Public Hearing to finalize the Goals and Objectives for Fiscal Year 2015¹⁰ on June 25th. Wisotzky added that he brought a list of changes based on the same meeting on the 10th that he would like incorporated.

Town Finance

Coburn stated that the Home Rule Petition passed at last year's Town Meeting. The Town should also look to identify grant opportunities and listed the Department Heads involved. Wisotzky cited changes he would like incorporated into 1b¹¹. He added that the Town Administrator will evaluate the Town's grant seeking capacity and look for ways to increase capacity in the area. He also suggested under (1d) that a comprehensive study be created on all Town fees.

Long-Range Planning

Coburn stated that the review of the Town Charter will continue with the Charter Review Committee. It was questioned whether any new changes could be done on a November ballot. He noted at the meeting with Department Heads affordable housing was a continued theme for many. It was determined to get the Economic Development Committee back up and running and revitalized. It was noted that the DPW facility should also be moved off of Town Hall property. The classification study was noted as being a long term goal.

Environment

It was noted along with the issue of the Ballston Beach sand erosion there are other emergency management issues that need attention and there needs to be a more comprehensive assessment of risk factors. Chief Takakjian stated that there are other areas on the current multi-hazard plan that involve the Board of Selectmen. It was agreed that Ballston Beach parking lot should have a sense of urgency to it with an assessment of the risk with the Emergency Management Director pertaining to goals number 12 and 13.

Town Services and Public Safety

There should be a new Fire Chief by Fiscal Year 2015. There also needs to be an increase in recycling, perhaps implementing the Pay-As-You-Throw program. There is work to be done with the Chief of Police, and the Bike and Walkways Committee to address dangerous roads. Chief Takakjian cited the traffic studies that have been done through the Joint Transportation Committee with short term and long term solutions.

Coburn recited Goal #17 and #18; #17 as a continuing goal in reviewing the General By-law regarding alcohol and licensing approval policy changes for special events that provide consistent policy guidance for Department head approvals. It was discussed to add the consideration of kenneling for lost or stray pets.

Outreach, Community Relations and Communication

Wisotzky spoke of #19d having all packet material available on the Town Website in advance of the public meetings and #20b ongoing training on the Open Meeting Law trainings accessible to members, Chairs and related staff. It was discussed to bring the trainings to regularly scheduled meetings. Coburn spoke of #22 to create a Code of Conduct for members of Committees and Boards. It was discussed that the Board of Selectmen will review the contract with Comcast and work on the expansion of internet service.

Town Administration

There will be a continued discussion on legal services. There will be completion of the negotiations with labor contracts as well as better interface with Open Cape System and expanding internet services. It was noted that there should be an increased use of technology, e-permitting and begin searching for a new DPW Director. Chief Takakjian noted that there is also the issue of many people working for the Town that plan to retire soon and the Town needs to be looking ahead towards that issue. It was suggested that there be a review of private properties that have back taxes owed to the Town to consider a taking for low income properties. **Coburn asked for a motion to accept the Board of Selectmen Goals and Objectives as revised. Wisotzky so moved. Burgess seconded the motion. So voted unanimously: 5-0.**

Consent Agenda

Mr. Lawton explained the purpose of the Consent Agenda¹². There was a brief discussion on the process should a member of the Board of Selectmen wish to pull an item out of the Consent Agenda. Weinstein asked for assistance in reviewing the minutes. It was explained that O.E.P. is the published base price. Both Yoga and Zumba will be sponsored by the Recreation Department so there will not be a direct cost for the Use of Town Property.

Burgess moved to approve the Consent Agenda and hold the Executive Session Meeting Minutes of June 3rd, 2014. {May 20 and June 3rd, 2014 Minutes¹³; Executive Session June 3rd, 2014 minutes; Contracts with Cape Cod Oil Company¹⁴ for propane, diesel, and gas supply; Amendment to Johnson Golf Management Inc.¹⁵; Use of Town property¹⁶-Zumba (Tues 6/28-8/27), Yoga(6/28-8/27) and Town Hall Parking lot (8/2);One Day alcohol license for Castle Hill and Entertainment Licenses¹⁷ (6/28, 7/29, 8/4, 8/9) & Sustainable Cape Farmer's market (Mondays 6/16-9/29); Pamet Harbor Commission appointment of Scott Brazil; Re-appointments: Sallie Tighe-Human Services Committee, Mark Peters-BOH representative to WROC, Ansel Chaplan-Shellfish Advisory Committee, Norman Sherer-Recycling Committee, Tim Silva-Pamet Harbor Commission}**Wisotzky seconded the motion. Coburn abstained from the Executive Session Meeting Minutes of June 3rd, 2014. So voted unanimously 5-0.**

Selectmen Reports and Liaison Reports

Weinstein – stated that he attended the most recent Pamet Harbor Commission meeting with Worthington present as the Liaison to the Shellfish Advisory Committee. They will both be reviewing the job description of the Harbor Master/Shellfish Warden. Weinstein added that the Pamet Harbor Commission was concerned about dredging at the Pamet Harbor and asked to be placed first on the list for County dredging next year.

Burgess- Stated that she went to training in Wrentham for new Selectmen. She also attended the Recycling Committee meeting adding that the Committee members are looking forward to being included in the conversation about the Waste Disposal Contract. She attended the Bike and Walkways Committee. There is a Bike Safety Awareness Effort underway, sponsored by Commissioner Sheila Lyons and the Cape Cod Regional Transit Association directed at our J1 visa visitors, many of whom are unaware of our rules of the road. In conjunction with Chambers Of Commerce and area churches and local police departments, lights and helmets are being distributed. The website of the Truro Police Department has a Bike Safety Video that all motorists should view.

Wisotzky-He stated that Leo Childs is the new Chair of the Planning Board. Wisotzky announced that there will be a Dexter Keezer fundraiser on July 8th.

Worthington asked that an action list for Department Heads be created so there is no confusion about what is expected of them in assisting with the Goals and Objectives. It was decided that the Board of Selectmen have a discussion, if possible, once a month on the Goals and objectives. Mr. Lawton

suggested that he may recommend something other than teams to get the Goals and Objectives accomplished. There was a brief discussion as to when the revised job descriptions would be available. **Worthington** –Spoke of the Shellfish Advisory Committee meeting. She stated concern over the ADA and the implication that will have on the position of the Harbor Master/Shellfish Warden.

Coburn- stated that there was an annual meeting of Cape Cod & Islands Selectmen and Councilor's Association on Friday. There are major revisions pending the State Zoning Law. Another meeting of the Cape Cod & Islands Selectmen and Councilor's Association is scheduled for the second Friday in September.

June 25, 2014 – 7pm – Public Hearing on FY15 Goals and Objectives

Coburn stated that there will be a Public Hearing¹⁸ on June 25th at 7pm for the Board of Selectmen Goals and Objectives. He added that there will also be a meeting on Saturday, July 5th with the Truro Non-Resident Tax Payers Association.

Next Meeting Agenda: July 8, 2014

Community Access Television contract; Reappointments of Board and Committee members; Review and Approval of Chamber of Commerce contract; Discussion of Contract negotiations; Entertainment Licenses for Truro Vineyards and Friends of the Truro Meeting House; One Day Special Alcohol License for Truro Historical Society at Highland Museum. Wisotzky asked that Fire Department Executive Assistant, Bob Loomer of MRI be added to the Agenda on the 8th. Coburn stated due to the 4th of July Holiday he would like to close the Agenda on July 2nd so packets are available on July 3rd.

Town Administrator's Report¹⁹

Mr. Lawton added that he had no additional report for the Board of Selectmen other than what is in their packet.

At 8:06pm Wisotzky moved to adjourn the meeting. Burgess seconded the motion. So voted unanimously: 5-0.

Respectfully submitted,
Nicole Tudor, Board of Selectmen Secretary

Jay Coburn, Chairman

Paul Wisotzky, Vice-Chairman

Janet W. Worthington, Clerk

Robert Weinstein

Maureen Burgess
Board of Selectmen
Town of Truro

¹ Johnson Golf Management Common Victualer Food Public hearing notice and packet application for season 2014.

² Chief Brian Davis, Quarterly report June 2014

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- ³ Surplus Property list -DPW
 - ⁴ Chief Takakjian Quarterly Report for June 2014
 - ⁵ Rosemarie Fisk Appointment Slip Telecommunicator for Truro Police Department
 - ⁶ Conditional Offer of Employment letter to Thomas Roda
 - ⁷ Description of the Selection Evaluation process dated May 23, 2014; Highland links Annual Concession report-Schedule A Combined Statement of Income and Retained Earnings
 - ⁸ Board of Selectmen Office Hours sign-in sheet for 2014
 - ⁹ FY13 Annual Report of the Cape Cod Commission
 - ¹⁰ Draft Goals and Objectives for FY2015
 - ¹¹ 2015 BoS Goals and Objectives –Edits and Suggestions Paul Wisotzky
 - ¹² Bob Lawton Consent Agenda memo June 9, 2014
 - ¹³ May 20, June 3, 2014 Regular Meeting Minutes; June 3rd, 2014 Executive Session Meeting Minutes
 - ¹⁴ Town of Truro and Cape Cod Oil Propane/Gas and Diesel contracts
 - ¹⁵ Amendment to Agreement with the Town of Truro and Johnson Golf Management for lease and use of personal property
 - ¹⁶ Use of town property applications for Zumba, Yoga and Town Hall Parking lot
 - ¹⁷ One Day Alcohol License Application and Entertainment Applications for Castle Hill Center for the Arts
 - ¹⁸ FY15 Public Hearing Notice for the Board of Selectmen Goals and Objectives
 - ¹⁹ Town Administrator's Report June 17, 2014